



**Human Resources Department**  
City of Frisco, Texas

## Memorandum

**To:** Honorable Mayor Maso and Members of the Frisco City Council

**Cc:** George A. Purefoy, City Manager  
Henry Hill, Deputy City Manager

**From:** Lauren Safranek, Human Resources Director

**Date:** 1/14/10

**Agenda Caption:** City Council consideration and approval of Ordinance adopting the revised Vacation Leave and Sick Leave policies, new Donation of Leave policy, and new Family and Medical Leave policy.

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**Action Requested:** City Council consider and approve Ordinance adopting the revised Vacation Leave and Sick Leave policies, new Donation of Leave policy, and new Family and Medical Leave policy.

**Background Information:** Article IV, Section 4.06 of the City Charter provides that the City Manager shall develop personnel rules and submit those personnel rules/policies to the City Council for consideration. Upon consideration, the Council may adopt the personnel rules/policies by ordinance, with or without amendment. To enhance the orderly management of the City, staff has developed, and the City Manager has approved the personnel rules/policies attached as Appendix A, and the final action needed is for the Council to ratify and adopt the policies.

The current Vacation Leave and Sick Leave policies were implemented in 1997; however, current practice, need for flexibility, and coordination with Family Medical Leave creates the need to update these policies. The accrual rate reflects rates implemented in 2001 to meet State and Local Government Code and pay out of leave balances is the same as the current policy, but use, approval, and documentation requirements have changed. Revisions to the Vacation Leave policy include:

- Clarification of vacation leave benefits provided for benefit eligible regular part-time employees.
- Explanation of how vacation leave balances will be handled when an employee transfers from a regular part-time position to a regular full-time position or vice versa.
- Clarification on the use of vacation leave for Family and Medical Leave when all sick leave is exhausted.
- Provisions to allow the use of vacation leave for sick leave purposes once all sick leave has been exhausted and with the director's approval. Currently, the use of vacation leave for sick purposes once sick leave has been exhausted is automatic.

Revisions to the Sick Leave policy include:

- Clarification of sick leave benefits provided for benefit eligible regular part-time employees.
- Explanation of how sick leave balances will be handled when an employee transfers from a regular part-time position to a regular full-time position or vice versa.
- Clarification on the use of sick leave for Family and Medical Leave and reporting of sick leave absences of greater than 3 days to Human Resources to determine if FMLA applies.
- Provides that departments will establish procedures for reporting unplanned sick leave.
- Provides for discipline for excessive absenteeism or misuse of sick leave.
- Identifies when documentation may be required for return-to-work release, proof of illness or injury, FMLA or workers compensation.

The Donation of Leave policy formalizes a current practice. The ability to donate vacation leave to an employee in need was established instead of a leave bank. This practice has worked well for the City and has adjusted over time to the proposed policy. The Family and Medical Leave policy is necessary to meet Federal requirements and incorporates the latest amendments passed by the Federal government.

**Board/ Citizen Input:** Not applicable

**Alternatives:** None

**Financial Considerations:** None

**Legal Review:** All policies have been reviewed by legal counsel.

**Supporting Documents:** Policy Ordinance and Appendix A

**Staff Recommendation:** Approve revised Vacation Leave policy, revised Sick Leave policy, new Donation of Leave policy and new Family Medical Leave policy.

If there are any questions or comments, please feel free to contact me at ext. 5210.